

Superior Court of California
County of Humboldt
Job Opportunity



Human Resources Department
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COURTROOM CLERK I

Salary Range: \$17.81 - \$21.73/hr.
Full-time (40 hours per week)
Full Benefit Package

Announced: January 30th, 2018
Final Filing Date: Ongoing Recruitment

Position Summary:

Courtroom Clerk I is the entry level position in the Courtroom Clerk classification series. Incumbents perform a variety of clerical and administrative duties in the courtroom or office; to record accurate records of court proceedings; to prepare and assemble a variety of documents and records generated from court proceedings in compliance with established rules, regulations and time lines.

Example of Essential Duties:

(This is not an all inclusive list, but rather a representative sample of duties). A Courtroom Clerk attends court sessions to take minutes of actions and proceedings for official court record; receive, mark and take into custody evidence; impaneling juries and recording challenges, jury service, and compensation due to jurors; prepares and reviews for format and content in a variety of court documents; calendar setting and case management for assigned courtrooms and maintains court records and files, such as records of court-appointed counsel and experts.

Education and Experience:

High School Diploma or equivalent and one (1) year experience in a legal setting or the equivalent in training, or a working knowledge of the legal system and courtroom procedures. Possession of a valid CA driver's license is required.

Knowledge, Skills and Abilities:

Knowledge and use of legal terminology, court policies and procedures, Local Rules of Court, and State statutes and codes applicable to assigned areas of work required. Must know the general functions and organization of the judicial system, including the various divisions of the Court and the roles and functions of other legal law enforcement agencies. Correct use of the English language including spelling, punctuation, and grammar are required. Candidate must be able to understand and follow oral and written instructions; be patient, tactful and courteous when dealing with Judges and officers of the Court, the public and co-workers. Ideal candidate will have experience with the use and operation of the automated case management system and other computer applications and processes relevant to case management.

The Superior Court of California, County of Humboldt is an Equal Opportunity Employer

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer

The Court does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities. The court will provide reasonable accommodations to qualified individuals with disabilities in compliance with state and federal law.

THE EMPLOYMENT PROCESS

How to Apply: The job announcement and application packet may be obtained **in person**, at HR@humboldtcourt.ca.gov or **website** at www.humboldt.courts.ca.gov.

Application: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date. Applications will be accepted by mail, e-mail or by physically dropping it off at the Human Resources office. Resumes will not be accepted in lieu of the application.

It is important your application show all relevant experience and education you possess. Be sure to fill out all the information requested, including signatures and dates. Incomplete applications will be rejected.

Examination: Applicants meeting minimum qualifications will be invited to participate in the examination process.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Condition of Employment: Candidates selected are required to pass a LiveScan background test before an official job offer can be made.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

EMPLOYEE BENEFITS

- Vacation: 12 days per year, increases with longevity
- Paid Holidays: 13 + 2 personal holidays and 2 floating holidays
- Health plans: choice of CalPers Health Insurance Plans
- California Public Employees' Retirement System (CalPers)
- Dental plan
- Vision plan
- Sick Leave: 12 days annually
- Family Sick Leave: 5 days annually
- Bereavement Leave
- Term Life insurance: Court provided coverage of \$25,000 life/\$25,000 AD&D
- *Supplemental life coverage available*
- Flexible Spending Account Plan (FSA) for medical/dependent care expenses (pre-tax)
- 457(b) Deferred Compensation Plan (pre-tax)
- Employee Assistance Plan

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